

# NUTRITION SERVICES DIVISION MANAGEMENT BULLETIN

No. 99-113

TO:	Sponsors of the National School Lunch Program, School Breakfast Program, Special Milk Program, and State Meal Program County Superintendents of Schools Diocesan Superintendents of Schools	ISSUE DATE:: December 1999
ATTENTION:	Food Service Directors	
FROM:	School Nutrition Programs	
SUBJECT:	1999-2000 Attendance Factor	
REFERENCE:	USDA All Points Bulletin SP-99-20; Management Bulletin (MB) 98-115; MB 97-117; MB 96-118	

This management bulletin provides the 1999-2000 attendance factor as determined by the United States Department of Agriculture (USDA).

## **BACKGROUND**

USDA requires school nutrition program sponsors to perform daily meal count edit checks using an "attendance factor." Section 210.2 of the National School Lunch Program regulations defines the attendance factor as "a percentage . . . which accounts for the difference between enrollment and attendance" (i.e., the percentage of enrolled students typically in school on any given day). Meal counts in each eligibility category (paid, reduced price, and free) must be compared to the number of enrolled children in each category times the attendance factor.

## **1999-2000 ATTENDANCE FACTOR**

USDA has announced that the 1999-2000 National Attendance Factor is 91.6 percent, based on the latest data available from the U.S. Department of Education. This attendance factor must be used by school food authorities (SFAs) in computing their daily meal count edits. Effective with the July 1999 claim month, SFAs must use the 91.6 percent attendance factor for each site's daily meal count edits prior to the submission of monthly reimbursement claims. As in prior years, SFAs may develop their own attendance factors using data applied either to the schools served by them or to individual sites. The California Department of Education will apply the 91.6 percent attendance factor to the meal count edits performed on all claims submitted for reimbursement.

Attached to this bulletin are two **sample** Daily Meal Count Edit Work Sheets. The first sample work sheet (Attachment 1) allows a school site to compute daily free, reduced price, and paid category numbers for comparison against their actual daily meal counts. The second sample work sheet (Attachment 2) may be used to compile monthly meal count edits for either traditional or year round school sites. SFAs may use either or both of these work sheets, or may develop or modify work sheets of their own.

While the use of any sample work sheet is **optional**, documentation of the edit checks is **required**. At a minimum, the edit checks must incorporate the data identified on these samples.

If you have any questions or need further clarification, please contact your School Nutrition Programs Analyst at (916) 323-1580 or (800) 952-5609.

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Marilyn Briggs, Director  
Nutrition Services Division  
Assistant Superintendent of Public Instruction

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Kathy B. Lewis  
Deputy Superintendent  
Child, Youth and Family Services Branch

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